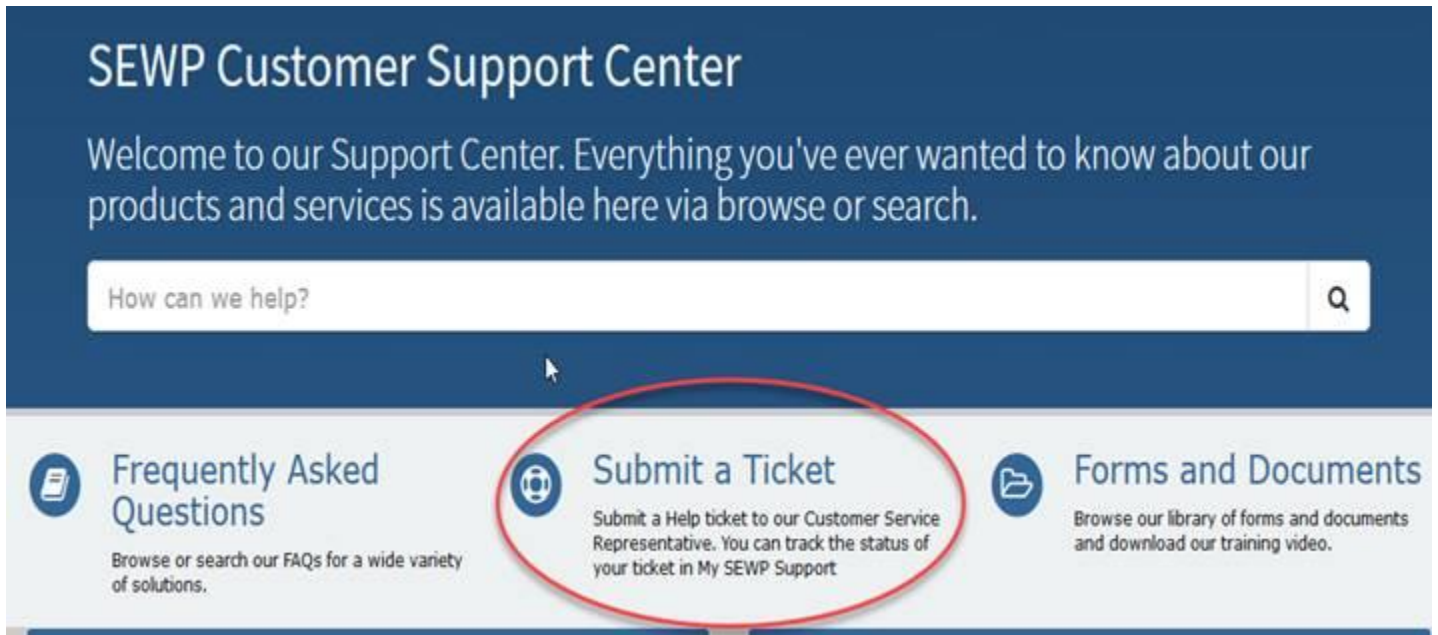**Step 1**
Click support.sewp.nasa.gov to access the SEWP Customer Support Portal on the top right of the screen.

Step 2
Click Submit a Ticket

Step 3
Login with your SEWP UserID/Password

Step 4
Fill out all required information.

For orders in the *'Summary'* Field type *"Order submission"*

Create Case

The Case System enables you to directly submit a support case to a technical specialist whose expertise matches your inquiry. This online tool provides an alternative to phone and e-mail and helps expedite the resolution of your issue. You can track the status of your case in this portal under Cases.

* Summary

* Details

Use the fields below to copy additional users on all emails related to this case

Email CC #1

Email CC #2

Email CC #3

Submit   Add attachments

Required information Summary Details

Be sure to include all attachments for orders by clicking the "Add Attachments" link at the bottom of the form.

Step 5
Press submit.

Submit

Required information Summar